

REQUIREMENTS FOR IN-SERVICE TRAINING PROGRAMS

1. Programs must be a minimum of forty (40) hours duration. Training must be fire service related courses designed to meet the needs of individual departments.
2. The program must include provisions for the following:
 - * Minimum of eight (8) hours of Hazardous Materials training. A maximum credit of sixteen (16) hours will be granted for any Hazardous Materials Course. Instructors for Hazardous Materials classes must either be Commission Certified at the Fire Department Instructor-I level or TEMA certified. Brief resumes must be included for each instructor of Hazardous Materials which outlines their experience/training and other qualifications in the subject area.
 - * Current CPR certification by an agency recognized by the Commission. Current recognized agencies are the American Red Cross, American Heart Association and the American Health and Safety Institute. A maximum of four (4) hours credit will be granted. Individuals participating in a two (2) year program may claim credit for the second year by submitting copy of CPR cards or a statement signed by the chief listing personnel who are CPR certified through the calendar year. Individuals will not be allowed to claim credit hours for the second year and must complete a full forty (40) hours in-service training by substituting another subject. Instructors for CPR must have obtained a BLS Instructor Card and a copy of this card must be submitted with the program.
 - * A minimum of four (4) hours of Safety, Stress Management/Critical Incident Stress Management, SIDS Training, or Domestic Violence training. Instructors in this area must either be Commission certified at the Fire Department Instructor-I level of certification or have specialized knowledge in the area of instruction and must submit resume. A combination of these courses is acceptable. Each year a department must rotate through these subjects, teaching at least one subject each year.
 - * No more than sixteen (16) hours credit will be given for medical training.
3. Each class must be scheduled for a minimum of two (2) hours duration.
4. Training programs must be submitted to Commission Office for review and approval not less than thirty (30) days prior to the beginning of scheduled training. If this prerequisite can not be complied with, the department must submit a letter requesting waiver of the thirty (30) day rule with letter of justification. No training will be approved which has occurred prior to the program's submission.
5. Training programs must be in Commission office no later than May 1st of each calendar year. Programs submitted after this date may not be accepted and departments may be declared ineligible to receive the State Educational Incentive Bonus Pay.
6. Programs must be accompanied by a forty (40) question test instrument with a separate test key. Answers marked on test instrument will not be approved. The sample test instrument must have the questions grouped and marked to indicate the subject area for which they cover. Test instruments which do not have the questions identified by subject area will be returned for revision.
 - * Test questions should be designed to cover all phases of training conducted in the forty (40) hours in-service training program.
 - * Questions should be of a moderately high level of difficulty in order to acquire a more accurate measurement of the degree of knowledge attained. Questions considered not valid will not be approved.
 - * The test must contain at least one (1) question per hour of instruction for each course being submitted. If length of course is eight (8) hours, submit at least eight (8) questions pertaining to that particular course, etc. The total number of questions submitted is not limited to forty (40). As many questions may be submitted as desired.
 - * If a course is being taught by an outside agency and the examination is not available to the local fire department, test questions for this course do not have to be submitted. However, you must note that the test is going to be administered by the name of the agency and test scores must be maintained on file within the fire department.
 - * Questions submitted must be of a multiple choice type with one (1) correct answer and three (3) distractors. The following type questions will **not** be approved:
 - Questions with true/false or yes/no answers
 - Questions with essay type answers
 - Questions with statement one (1) is false, statement two (2) is correct, all statements are false, all statements are correct.
 - Questions with one (1) correct answer and one (1) distractor or questions with one (1) correct answer and two (2) distractors

7. The Commission permits fire departments to submit programs greater than 40 hours, allowing students to complete the mandatory subjects plus a selection of the other training offered by the department. This should prove beneficial to fire departments in not having to schedule as many make-up class dates.

8. ALL TRAINING MUST BE CONDUCTED WITHIN THE CALENDAR YEAR (January 1 - December 31) FOR WHICH THE EDUCATIONAL INCENTIVE IS BEING PAID.

9. If any changes are made to the In-Service Program after Commission approval, said changes must be submitted to the Commission Office in writing via email, fax, or letter for approval. An exception is made for departments which are forced to change class dates due to unforeseen circumstances of less than 30 days; in this instance, a note should be made in your program of the class date change and the reason. Change in class dates of 30 or more days must still be submitted to the Commission Office for approval.

10. A resume must be submitted for the instructor(s) of Hazardous Materials outlining their qualifications to instruct in this area.

11. Functions which are considered to be routine maintenance duties of the fire department (i.e. hose testing) is not considered suitable training and will not be approved.

12. Training provided to members must be appropriate to a firefighter's rank and responsibility and the size and location of the fire department. (i.e. An Arson Investigator or Codes Enforcement Officer who has no fire suppression duties should not complete a fire suppression program). A department has two options to address this:

- 1) Develop a separate program which addresses each segment of a department's needs
- 2) Utilization of Specialized courses and/or college courses which are appropriate to a member's rank and responsibilities

NOTE: All personnel must still complete the mandated hours.

13. If a department elects to utilize computerized training, a maximum of 10 hours is permitted. The department must indicate that they are utilizing computerized training and must ensure all requirements of the Rules and Regulations are followed.

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The following is an example of a format for In-Service Training Programs:

Course Subject Title: (Name of course being taught)

Length of Course Being Taught: (Number of hours)

Course Curricula: (Brief description of what course will cover)

Instructor(s) Name(s) and Brief Resume: (Teaching experience and/or special qualifications the instructor has pertaining to the subject matter of the course.) NOTE: Resume not required for Training Officer of Record and/or instructors certified by the Commission at the Fire Department Instructor-I (or higher) level of certification. Only the Certification Number is required for these instructors except for the instructor(s) of Hazardous Materials.

Class Location(s): (Where class(es) will be conducted)

Class Date(s): (Specify day and month, or through two (2) or more days)

Class Times: (List start and completion time along with the total hours completed on this date.)

Class Test Date(s): (Test dates must be specified by month/day/year only. The terms "on completion of class" or "as student completes class" will not be approved.)